

# Job Opportunity

## Temporary Judicial Assistant

### To U.S District Judge Designate Mark A. Goldsmith

Grade Range: JSP 9-11 (depending on qualifications)  
Starting Salary Range: \$51,576 - \$62,401

*Announcement  
Number: 10-12*

*Posted: July 1, 2010*

*Closes: July 12, 2010*



U.S. District Court  
Eastern District of Michigan  
[www.mied.uscourts.gov](http://www.mied.uscourts.gov)

The Theodore Levin  
United States Courthouse  
231 West Lafayette Blvd.  
Detroit, MI 48226  
Attention: Human Resources  
Room 848  
[apply@mied.uscourts.gov](mailto:apply@mied.uscourts.gov)  
Subject: 10-12 Goldsmith JA

**AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES. APPOINTMENT IS FOR ONE YEAR AND ONE DAY WITH THE POSSIBILITY OF BECOMING PERMANENT.**

#### **POSITION SUMMARY**

The position of judicial assistant to the Honorable Mark A. Goldsmith will become available in the United States District Court for the Eastern District of Michigan in July 2010. This position is located in Flint, Michigan; however, may relocate to Detroit in the future.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:**

- Receive, screen and refer telephone and in-person callers. Answer general inquiries from knowledge of judge's activities and office operations.
- Handle administrative matters in chambers.
- Transcribe dictation from judge.
- Type in final form the judge's and law clerks' material, including correspondence, memoranda, reports, legal documents, statistics and other items. Assemble and attach supplemental material, as required. Check citations quoted in items typed to assure accuracy.
- Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review outgoing mail for accuracy.
- Relieve judge of routine details.
- Maintain judge's calendar; schedule, change and cancel appointments as directed. Arrange meetings and conferences for judge and support personnel.
- Maintain stock of office supplies.
- Arrange business travel itineraries for judge, including plane tickets, hotel, lodging, auto rental, and so forth.
- Perform errands and other functions as assigned by judge.

#### **QUALIFICATIONS**

**Required:** Applicants must have substantial experience as an executive assistant/secretary to a judicial officer, lawyer or other high level executive. Requires good organizational skills, attention to detail, strong motivation and an ability to handle the full range of administrative duties. Familiarity with Word or WordPerfect is required.

**Preferred:** Experience as a judicial assistant to a federal district judge, ability to take shorthand and experience with Lotus Notes or equivalent is preferred. Legal education is desirable.

#### **PROCEDURES FOR APPLYING**

To be assured consideration, please submit a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left by the close of business on Monday, July 12, 2010. **Incomplete submissions may not be considered.** E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted. Only those applicants selected for interview will be contacted.

#### **An Equal Opportunity Employer**

*All applicants must be a U.S. citizen or be eligible to work in the United States.  
All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.  
Retention depends upon a favorable suitability determination.  
All appointments also subject to mandatory electronic funds transfer.  
More than one vacancy may be filled with this announcement.*